

## THE NAVAJO NATION

## Department of Personnel Management

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 202249

CLOSING DATE: **05/23/14**

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General/Natural Resources Unit/ Window Rock, AZ

WORK DAYS: Mon. - Fri REGULAR FULL TIME: ☒ GRADE/STEP: Z68A - Z68F

WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ \_\_\_\_\_ PER ANNUM

SEASONAL: ☐ DURATION: \$ PER HOUR

TEMPORARY: ☐ DURATION:                      **\*\*DOE\*\***

**\$63,356.80 - \$73,465.60**

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Assistant Attorney General for the Natural Resources Unit, The Attorney General, and Deputy Attorney General, provides legal advice on a wide range of Natural Resources legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents criminal and civil cases in tribal, municipal, state, and federal courts confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares new legislation; interprets judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Navajo Nation officials; interviews witness, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice.

### QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

### Minimum Qualifications:

- Juris Doctorate
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

**Preferred Qualifications:**

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of judicial procedures and rules of evidence; considerable knowledge of the methods and practices of pleadings and of effective techniques in the presentation of case in courts; considerable knowledge of the principles, methods, materials, and practices of legal research; and considerable knowledge of the functions, policies, and rules and regulations of the employing department. Ability to analyze, appraise and organize facts, evidence, and precedents; and to present such material in clear and logical form for oral or written presentation; and to establish and maintain effective working relations with those contacted in the course of work. Knowledge of the principles and practices of public administration, federal budget allocation, financial, accounting.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.